

National Oversight and Audit Commission (NOAC)
Minutes of the Meeting – Tuesday 1 September 2020 at 10:00 am

Venue: Remote Meeting via WebEx Meeting Platform

Attended by:

Chairperson: Michael McCarthy

Members: Sharon O'Connor Martina Moloney
Constance Hanniffy (part) Michael McGreal
David Holohan

Secretariat: John McCarthy Claire Gavin
Colin Flood John Goldrick
Darren Browne

Apologies: Mary Hurley Neill Dalton

1. Minutes & actions of previous meeting;

The minutes of the last main meeting held on 21 July 2020 were agreed.

2. Declaration of conflict of interest;

No conflicts of interest were raised.

3. Matters Arising;

There were no matters arising.

4. NOAC Corporate Affairs;

An update was provided by the Secretariat. As it stands, the Secretariat are still working remotely due to the ongoing Covid19 situation. At the time of the meeting, there has been no update on the appointment of new Board Members other than Mary Hurley as previously announced. There may be an update in the next few days.

A SharePoint system for Members and Secretariat is in development. This will allow all parties to view and edit multiple documents. The Secretariat will organise training for the Members once completed. The Secretariat expect to circulate shortly a draft Oversight and Performance Delivery Agreement for the Members to consider and approve at the next NOAC meeting.

5. Work Programme:

a) WG1 – Local Government Governance, Efficiency & Reform (LGGER);

While the WG has not met since the last NOAC meeting, work has been ongoing with the Local Authority Corporate Plans. The Secretariat has received 30 out of 31 Corporate Plans (2020-2024) from the Local Authorities with Sligo yet to issue theirs. The Secretariat have contacted Sligo County Council regarding their Corporate Plan. Five of the LAs to have submitted their Corporate Plans and are yet to publish them on their website. LA replies to the Corporate Plans (2015-2019) questionnaire are still been received.

The WG will have a meeting with the Regional Assembly Directors on 14 September 2020. The Secretariat will circulate to the WG Members for comment a draft scoping document which will then be circulated to the RA Directors prior to the meeting. In relation to work with the Local Enterprise Offices, it was noted that WG1 and WG2 will liaise as WG2 is working with the LEOs in developing Economic Development indicators.

b) WG2 – Performance Indicators;

Work is progressing with Sean O Riordain and Associates in developing economic development indicators with a report potentially by the end of October. A draft scoping document will need to be prepared thereafter. Workshop meetings will be organised for the end of September.

Performance indicator 2019 data has arrived from the LAs. Validation meetings have been carried out remotely via WebEx with Cavan and Galway County Councils. Further validation meetings will be carried out with Leitrim, Fingal, Meath and Wexford. Other indicators that the WG are trying to advance

include public liability and public lighting. The WG have also received recommendations from LAs.

c) WG3 – Communications and Customer Service

The Local Authority Satisfaction Survey 2020 report and the Local Authority Satisfaction Survey 2018-2020 Infographic will be published on 2 September. The reports have been circulated to each LA Chief Executive and the DHPLG press office. Regional press releases will be issued and two videos have been prepared have been prepared. These include an animated video and a video of the NOAC Chairperson. The videos were presented to the Members. A Customer Service workshop will be held later in the Autumn. The NOAC Chairperson wished to thank the Secretariat for their work on the reports and the help he received making the video.

The Secretariat provided an update on the new NOAC branding. Designs for posters, business cards, emailing templates and lanyards were presented. A style guide was also issued to the Members. A video of the NOAC logo was also presented. The Members discussed the importance of colour consistency within the new branding with the, due to be published Infographic, used as an example. The Secretariat acknowledged this point and explained that the Infographic colour scheme needed to stay consistent to the previous 2 years of the report. Likewise, the Department will issue their own press release while the NOAC press release will feature the new branding. The Board enquired about the black/white and Irish/English versions of the logos presented and their expected use. It was explained that while no use has been assigned to these versions as yet they would be available if required. It was agreed that the Good Practice Event will be held remotely on 4 November 2020. The style guidelines were approved by the Members.

The Secretariat provided an update on the new NOAC website. It is almost complete and following testing they will revert to the Members.

Constance Hanniffy left the meeting.

d) WG4 – Financial Management and Performance;

A new WG Chair is needed. While the WG has not met since February, the Secretariat are still looking to progress reports of the MyPay shared service. The Secretariat may look to outsource some of this work. The Secretariat have engaged with the local audit commissions and have contacted the IPA about assisting in holding a seminar.

The NOAC Chairperson asked the Members to inform the Secretariat of their interest in becoming a WG Chair of WG3 or WG4.

e) CHAIR;

Scrutiny Programme

A Stage One meeting was held with Limerick County Council in August. This was the first scrutiny meeting since March. Future Stage One meetings will be held with Galway and Sligo County Councils. As it stands, 14 Stage One and Two LA meetings have been completed. The historic meeting minutes have been agreed with each of the Local Authorities.

The Secretariat referred to the circulated 'Local Authority Scrutiny Programme Progress and Options' document. The Secretariat sought recommendations and feedback from the Members on how to progress with the report and whether this would involve NOAC making specific recommendations or overarching recommendations given specific historic issues could now have been resolved. The Members discussed the approach taken in preparation for meetings in general and with the LA at each stage of the scrutiny process with the view expressed that greater structure and direction from the Secretariat is needed. The Secretariat acknowledged their comments, agreed to return documents at least 7 days prior to meetings and will return with a proposal on progressing the LA Scrutiny report.

A Board Member sought clarification as to whether the meeting minutes of LA Audit Committees should be made available on their individual websites. The Secretariat will seek clarification.

Multi-Annual Work Programmes

The Secretariat discussed progress on the Multi-Annual Work Programme with progress across all Working Groups and with a number of documents yet to be produced. Secretariat staff number remain the same as 2019. Covid 19 did slow work temporarily with the Secretariat suggesting efforts could be focused on clearing the backlog of work before moving progressing with further items.

6. Covid-19 – Impact on Local Authorities;

Nothing to add.

7. Update on engagements and meetings with other bodies/organisations;

The Secretariat have been engaging with the LGAS, OPR, LGMA and IPA on MAWP actions. With regards the LGAS, the Secretariat have communicated their desire to have them attend a future NOAC meeting.

8. Future Meetings;

The next 2 meeting dates were discussed. These currently include the following:

- 13 October 2020
- 1 December 2020

It was agreed that following, this meeting, the Secretariat will organise an additional meeting to take place before the end of 2020 with the above dates subject to change.

9. Any Other Business

No other business

The meeting was brought to a close.

Agenda Item No:	Action	Decision
4.	NOAC Corporate Affairs – SharePoint Access	The Secretariat will organise training for the Members once completed.
4.	NOAC Corporate Affairs	The Secretariat will circulate a draft Oversight and Performance Delivery Agreement for the Members to consider and approve at the next NOAC meeting
5.	WG3 and WG4 – Vacant Chair positions	Members to inform the Secretariat of their interest in becoming a WG Chair of WG3 or WG4.
5(c).	WG3 – Good Practice Event	It was agreed that the Good Practice Event will be held remotely on 4 November 2020.
5(c).	WG3 – New Branding Guidelines	The style guidelines were approved by the Members.
5(c).	WG3 – New NOAC Website	Following testing they will revert to the Members.
5(e).	LA Scrutiny Report	The Secretariat will return with a proposal on progressing the LA Scrutiny report.
5(e).	Local Authority/NOAC main meetings	The Secretariat agreed to return documents at least 7 days prior to meetings.
5(e).	LA Audit Committee Meeting Minutes	The Secretariat will seek clarification as to whether the meeting minutes of LA Audit Committees should be made available on their individual websites.
8.	Future NOAC Meetings	The Secretariat will organise an additional meeting to take place before the end of 2020 with the current dates subject to change.

